

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE MEETING
JUNE 03, 2002**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Monday, June 03, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). Chairperson Dr. Frederic Siegelman of the Environmental Protection Agency led the meeting. The Agenda is shown in Attachment A. The List of Comments is shown in Attachment B. Action Items are shown in Attachment C. The List of Participants is shown in Attachment D. *The purpose of the meeting was to address items of importance identified in the Agenda.*

INTRODUCTION

Dr. Siegelman called the meeting to order and took attendance.

APPROVAL OF PAST MINUTES

No minutes were reviewed.

HOW TO PRESENT AT NELAC 8

Dr. Siegelman opened discussion on how this Committee will be presenting both the voting items and the order of voting at NELAC 8. There are two documents posted on the website: one is the ISO 17025, which contains all the proposed changes, and the other document has the proposed changes to the current Chapter 5. The original intent had been to not include any proposed changes in the ISO 17025 document. This document now, however, includes all the other voting items that originally were to be voted upon after the vote on the ISO 17025 had been decided upon. Dr. Siegelman will contact Jeanne Hankins regarding posting a "clean" ISO 17025 document on the website. Two abstracts of the changes have also been prepared and can be posted, if needed. After some discussion, it was agreed that three additional documents need to be posted: the two abstracts and the clean version of the Standard that incorporates ISO 17025, which will be named "the voting document". Dr. Siegelman asked that everyone check his/her section of responsibility in the abstracts and verify that everything is included and accurate. Dr. Siegelman will prepare an explanation of the voting documents and the voting process, based on today's comments. This document will also be posted.

QUALITY SYSTEMS MEMBERSHIP

Dr. Siegelman announced that Marty Casstevens is resigning from both the Quality Systems Committee and the Microbiology Subcommittee after NELAC 8, creating a contributor vacancy that will need to be filled. Various options were discussed. Dr. Siegelman asked that any suggestions be circulated to the members via e-mail.

PBMS SUBCOMMITTEE

Dr. Siegelman reported that Harry Gearhart has agreed to chair the PBMS Subcommittee and Wilson Hershey will become the Quality Systems liaison.

INTENT OF THE CCV LANGUAGE

Dr. Siegelman reported that during the NELAPP AAs May 21, 2002, teleconference, they asked the Quality Systems Committee to review and report to them the original intent of the language of Section 5.9.4.2.2.b:

A continuing instrument calibration verification must be repeated at the beginning and end of each analytical batch. The concentrations of the calibration verification shall be varied within the established calibration range. If an internal standard is used, only one continuing instrument calibration verification must be analyzed per analytical batch.

After some discussion, it was agreed that the original intent had been to vary within each batch: one being below midpoint, the other at or above midpoint, except if the method requires it to be at the midpoint. It was also agreed there is a need to revise this section of the Standard. Jeff Nielsen volunteered to create a draft version. It was recommended to omit the reference to the internal standard. Dave Mendenhall will report the outcome of this discussion at the next NELAP AAs teleconference.

CHANGES TO THE NELAC 8 AGENDA

It was agreed that the agenda that had been originally submitted to Anteon for publication would be adhered to, with no changes, unless there was time leftover at the end for parking lot items.

COMMENTS RECEIVED STATUS

The comments received by the Quality Systems Committee shown in Attachment B were reviewed, discussed, and status given by the responsible lead committee member.

NEW BUSINESS

Dr. Siegelman reminded everyone that the members will be meeting the Tuesday evening prior to the Quality Systems session at NELAC 8.

ADJOURNMENT

There being no further business, the meeting was adjourned.

NEXT MEETING

The next teleconference is scheduled for Monday, June 17, 2002, at 1:00 p.m., EDT.

**AGENDA
QUALITY SYSTEMS COMMITTEE MEETING
JUNE 03, 2002**

1. Introduction and Agenda Review
2. How to present at NELAC 8
3. Quality Systems membership
4. PBMS subcommittee
5. Intent of the CCV language
6. Changes to the NELAC 8 Agenda
7. Comments Status
8. Adjournment

**LIST OF COMMENTS
QUALITY SYSTEMS COMMITTEE MEETING
JUNE 03, 2002**

This is a chronological listing of comments received by the Quality Systems committee. It also includes important issues that the committee chose to track by inclusion in this list. Where a comment received by the committee addressed more than one issue, these comments have been divided into parts to address each issue (e.g. 23A, 23B, 23C etc.).

1. New or reconditioned instruments.
2. Accrediting Authorities (AAs) recommendation on subcontracting.
3. Electronic signatures.
4. One standard calibration.
5. Electronic data and hard copy data.
6. PBMS subcommittee request for direction.
7. Culture media.
8. Quality Control Data in Final Report.
9. Editorial change: reference in 5.1.b to 1.9.2 should be to 1.8.2.
10. 5.11.1 Sample Tracking.
11. 5.9.4.2.2 Continuing Instrument Calibration Verification.
12. Testing Microbiology Samples for free chlorine.
13. Calibrating salinity, conductivity, temperature meters.
14. Sample Tracking and Continuing Calibration Verification.
 - 14A. Sample Tracking.
 - 14B. Continuing Calibration Verification.
15. Response to AIHA.
16. Blank Contamination.
17. Requirement for Continuing Calibration. for analysis on day when initial Calibration done.
18. Question from On-site committee concerning definition of temporal changes.
19. Relationship of EPA published methods to laboratory SOPs.
20. NELAC relationship with other Asbestos Accrediting Bodies.
21. Data Integrity.
22. PBMS language.
23. Comments on ISO 17025 draft.
 - 23A.. Uncertainty, comment concerning section 5.5.4.6.1.
 - 23B. Uncertainty comment concerning section 5.5.4.6.2.
 - 23C. Instrument Calibration comment concerning section 5.5.5.2.2.
 - 23D. Initial Instrument Calibration comment concerning section 5.5.5.2.2.1.
 - 23E. Data qualifiers for Initial Calibration comment concerning section 5.9.4.2.1.g.
 - 23F. Two Standards and a Blank, One standard Calibration comment concerning section 5.9.4.2.1.i .
24. Comments on PBMS draft.

25. Tiered approach for PBMS.
26. Changes to ISO 17025 Document.
 - 26A. Quality Manual title page requirements 5.4.2.3.
 - 26B. Subcontracting.
27. Quality Manual Detail.
28. One standard calibration text.
29. Change to proposed PBMS draft.
30. Editorial changes to sections 5.4.3.3.3 and 5.5.4.7.2.
31. Comment on LCS.
32. Ideas on how to facilitate voting at Annual meeting.
33. Evaluation of MS/MSD and LCS.
 - 33A. Evaluation of MS/MSD.
 - 33B. Evaluation of LCS.
 - 33C. Editorial change regarding surrogates.
34. Referral to Accreditation Process Committee on NELAC relationship to other Accrediting Bodies.
35. Microbiology Filtration Series, Sanitizing Funnels.
36. Terms and Definitions.
37. Uncertainty.
38. Small Laboratory Issues.
39. Cross reference current NELAC standard and 17025 based standard.
40. Client Notification.
41. Relationship of the NELAC standard to QAPPS, SAPS and WAPS.
42. PQL/RL EPA guidance and NELAC standard relationship.
43. Change to subcontracting text in proposed ISO 17025 Draft.
44. Sample Receipt and Custody.
45. DOCs of individual parameters.
46. Revision to standard's Methods text
47. Calibration: change to section 5.9.4.2.1.f.
48. Use of most recent version of test method for Analyst training: Interpretation section of 5.6.2 (c)(4).
49. Calibration laboratory and calibration certificates.
50. Electronic records.
51. Inquiry about Degree granting institutions' accreditation for degrees beyond B.S. level.
52. Quantitation and Continuing Calibration, Two Standards and a blank, and Continuing Calibration variation.
 - 52A. Quantitation and Continuing Calibration comment concerning section 5.9.4.2.1.c.
 - 52B. Two Standards and a blank comment concerning section 5.9.4.2.1.i.
 - 52C. Continuing Calibration variation comment concerning section 5.9.4.2.2b.
53. Editorial renumbering change concerning sections D.1.1 a, b, c.
54. Continuing instrument calibration variation concerning section. 5.9.4.2.2.b.
55. Electronic Data Deliverable standard.
56. Duplicate Analyses.

ACTION ITEMS
QUALITY SYSTEMS COMMITTEE MEETING
JUNE 03, 2002

Item No.	Date Proposed	Action	Date to be Completed
1.	06/03/02	Dr. Siegelman will contact Jeanne Hankins regarding posting a “clean” ISO 17025 document on the website.	ASAP
2.	06/03/02	Dr. Siegelman asked that everyone check his/her section of responsibility in the abstracts, to verify that everything is included and accurate.	06/07/02
3.	06/03/02	Dr. Siegelman will prepare an explanation of the voting documents and the voting process, based on today’s comments.	06/17/02
4.	06/03/02	Jeff Nielsen will create a draft version of Section 5.9.4.2.2.b.	06/17/02
5.	06/03/02	Dave Mendenhall will report the outcome of the discussion regarding Section 5.9.4.2.2.b. at the next NELAP AAs teleconference.	06/18/02
6.		Contact Mr. Siders regarding NELAC 8 PBMS presentation (Siegelman)	04/22/02
7.		Redraft residual chlorine language and distribute to Quality Systems committee (Casstevens)	04/22/02
8.		Submit terms and definitions to Chapter 1 (Siegelman)	04/22/02
9.		Subcommittee to have corrected text on Asbestos accrediting language for next meeting (Kulasingam)	04/22/02
10.		Comment language revisions for ISO-17025 and NELAC Standard up for vote at NELAC 8 to be distributed to Ms. Weymouth and entire Quality Systems Committee (Assigned Leads)	04/22/02
11.		Advise Quality Systems Committee members if comment will not be changed and not up for a vote at NELAC 8 (Assigned Leads)	04/22/02

**LIST OF PARTICIPANTS
QUALITY SYSTEMS COMMITTEE MEETING
JUNE 03, 2002**

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